

**Professional Services Purchase Orders Overview**

According to the Agency Procurement and Surplus Property Manual, published by the Department of General Services, “Professional Services as defined in § 2.2-4301 of the Virginia Public Procurement Act (VPPA) means work performed by an independent contractor within the scope of the practice of accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy, professional engineering, and the services of an economist procured by the State Corporation Commission.”

Cardinal tracks professional services expenditures against contracts using a purchase order (PO), and subsequent task orders (i.e., change order), as a means to manage contract activities. This process allows for easy reference and reporting.

POs, as well as subsequent task orders, are sent electronically through Virginia’s online electronic procurement system (eVA) to the supplier to confirm orders. The following is a typical scenario used to create a Professional Services PO and add a task order related to a contract.

For more detailed instructions on creating and managing POs, please refer to the course entitled **PR344: Processing Purchase Orders**, located on the Cardinal website in **Course Materials** under **Learning** and the job aid entitled **PR344: Purchase Orders**, located on the Cardinal website in **Job Aids** under **Learning**.

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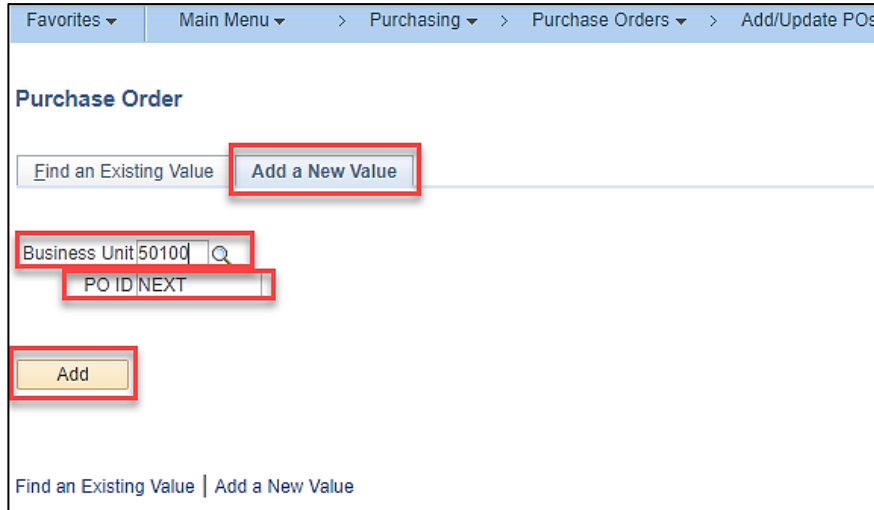
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**Create Professional Services Purchase Order from a Contract**

The PO is the principal tracking document and represents all activity related to the contract. In order to limit eVA fees, for each Professional Services contract, you would create only one PO. **Line 1** of the PO should be equal to the value of the contract. Each subsequent line added to the PO is deemed a task order (i.e., change order) executed against the contract. As each task order is added to the PO, **Line 1** of the PO is decremented for the same amount as the task order. As a result, the sum of the Professional Services PO lines is always equal to the contract. In the example below, you will create a Professional Services PO and subsequent task order against an existing contract.

**501 PR344: Professional Services Purchase Orders**

1. To create the PO using the Professional Services contract, navigate to the **Purchase Order** search page using the following path:
2. Main Menu > Purchasing > Purchase Orders > Add/Update POs



Navigation: Favorites ▾ | Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs

**Purchase Order**

Find an Existing Value | **Add a New Value**

Business Unit: 50100 [Search Icon]

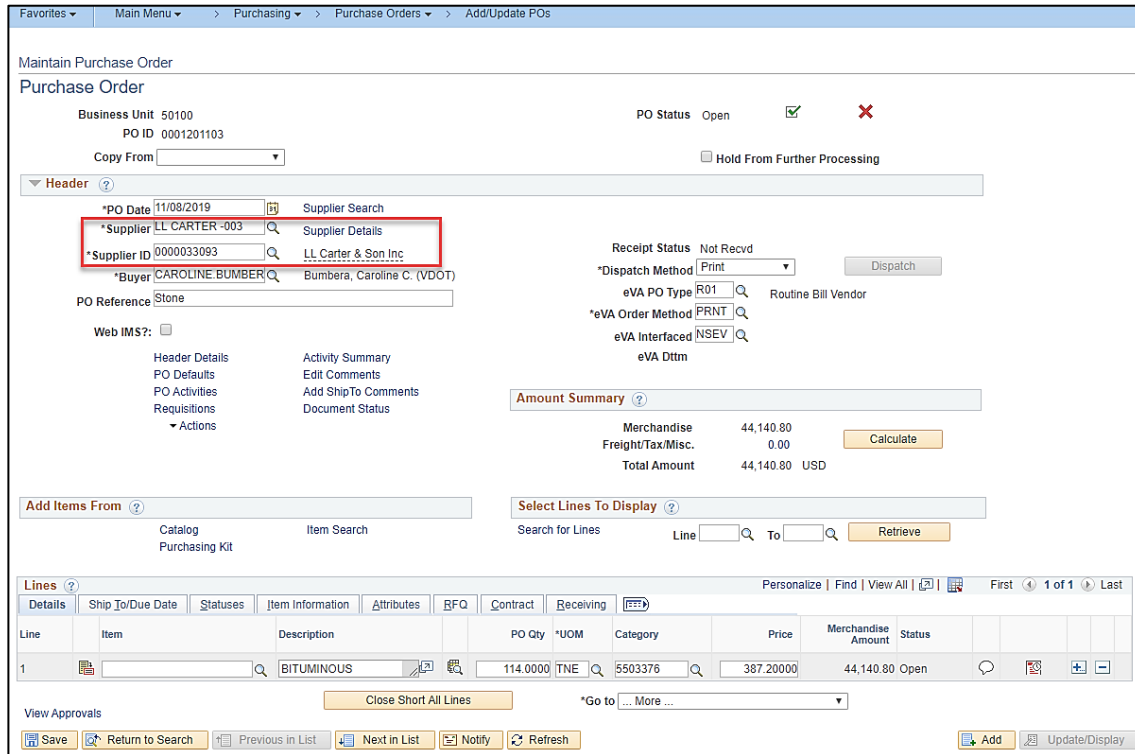
PO ID: NEXT

**Add**

Find an Existing Value | Add a New Value

3. Select the **Add a New Value** tab:
4. Business Unit: 50100
5. **PO ID: NEXT** and should not be changed. Cardinal assigns a **PO ID** number when you successfully save the PO.
6. Click the Add button. The Maintain Purchase Order – Purchase Order page displays.

## 501 PR344: Professional Services Purchase Orders



Business Unit 50100 PO ID 0001201103 PO Status Open

Copy From [Contract] ☐ Hold From Further Processing

**Header**

\*PO Date 11/08/2019 Supplier Search

\*Supplier LL CARTER -003 Supplier Details

\*Supplier ID 0000033093 LL Carter & Son Inc

\*Buyer CAROLINE BUMBER Bumbera, Caroline C. (VDOT)

PO Reference Stone

Web IMS?: ☐

Header Details Activity Summary  
PO Defaults Edit Comments  
PO Activities Add ShipTo Comments  
Requisitions Document Status  
Actions

Receipt Status Not Recvd

\*Dispatch Method [Print] Dispatch

eVA PO Type R01 Routine Bill Vendor

\*eVA Order Method PRNT

eVA Interfaced NSEV

eVA Dttm

**Amount Summary**

Merchandise	44,140.80
Freight/Tax/Misc.	0.00
<b>Total Amount</b>	<b>44,140.80 USD</b>

Calculate

**Add Items From**

Catalog Item Search

**Select Lines To Display**

Search for Lines Line [ ] To [ ] Retrieve

**Lines**

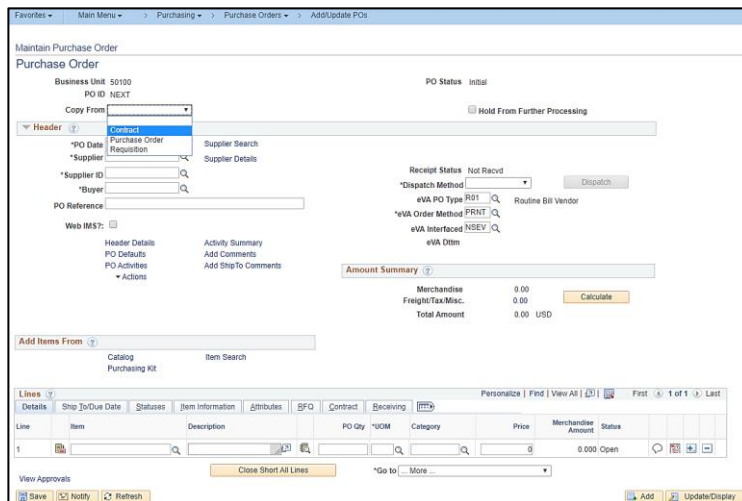
Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		BITUMINOUS	114.0000	TNE	5503376	387.20000	44,140.80	Open

Close Short All Lines \*Go to [ ] More [ ]

View Approvals

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

- Enter the supplier by **Supplier** (name) or **Supplier ID (0000063388)** for your contract. You must enter the supplier in order to narrow down the contracts you may copy from in the next step.



Business Unit 50100 PO ID NEXT PO Status Initial

Copy From [Contract] ☐ Hold From Further Processing

**Header**

\*PO Date [ ] Supplier Search

\*Supplier [ ] Supplier Details

\*Supplier ID [ ]

\*Buyer [ ]

PO Reference [ ]

Web IMS?: ☐

Header Details Activity Summary  
PO Defaults Add Comments  
PO Activities Add ShipTo Comments  
Requisitions Document Status  
Actions

Receipt Status Not Recvd

\*Dispatch Method [Print] Dispatch

eVA PO Type R01 Routine Bill Vendor

\*eVA Order Method PRNT

eVA Interfaced NSEV

eVA Dttm

**Amount Summary**

Merchandise	0.00
Freight/Tax/Misc.	0.00
<b>Total Amount</b>	<b>0.00 USD</b>

Calculate

**Add Items From**

Catalog Item Search

**Select Lines To Display**

Search for Lines Line [ ] To [ ] Retrieve

**Lines**

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		BITUMINOUS	114.0000	TNE	5503376	387.20000	44,140.80	Open

Close Short All Lines \*Go to [ ] More [ ]

View Approvals

Save Notify Refresh Add Update/Display

- Using the Copy From drop-down arrow, select Contract. The Maintain Purchase Order – Copy Purchase Order from Contract page displays.

## 501 PR344: Professional Services Purchase Orders

Copy Purchase Order from Contract

**Contract Selection Criteria**

Contract SetID STATE Supplier LL CARTER -003

Contract ID 00000000000000000000000047653 Supplier ID 0000033093

☐ Allow Open Item Contract Only Master Contract

Search

Select Contract

Contracts More Details

Select	SetID	Contract	Description	Supplier ID	Begin Date	Expire Date
<input checked="" type="checkbox"/>	STATE	00000000000000000000000047653	Delivered Stone Fredericksburg	0000033093	07/19/2019	07/18/2020

OK Cancel Refresh

9. Enter, or search for, the Contract ID (0000000000000000000047653).
10. Click the **Search** button.
11. In the **Select Contract** section, **Contracts** tab, check the **Select** check-box and click the **OK** button.  
The **Maintain Purchase Order – Purchase Order** page displays.

**Purchase Order**

Business Unit 50100  
PO ID NEXT

Copy From

PO Status Open ☒

☐ Hold From Further Processing

---

**Header**

\*PO Date 11/14/2019 Supplier Search  
\*Supplier LL CARTER -003 Supplier Details  
\*Supplier ID 0000033093 LL Carter & Son Inc.  
\*Buyer DEBBIE BAYLES Bayles, Debra L. (VDOT)

**PO Reference** Delivered Stone Fredericksburg

Web IMS?: ☐

Header Details  
PO Defaults  
PO Activities  
▼ Actions

Activity Summary  
Add Comments  
Add ShipTo Comments

Receipt Status Not Recvd  
\*Dispatch Method Print Dispatch  
eVA PO Type R01 Routine Bill Vendor  
\*eVA Order Method FRNT  
eVA Interfaced NSEV  
eVA Dttm

**Amount Summary**

Merchandise	19,688.00	
Freight/Tax/Misc.	0.00	Calculate
Total Amount	19,688.00	USD

Add Items From Catalog Item Search  
Purchasing Kit

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**Lines**

Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving ITT Personalize Find View 10 First 1-3 of 3 Last

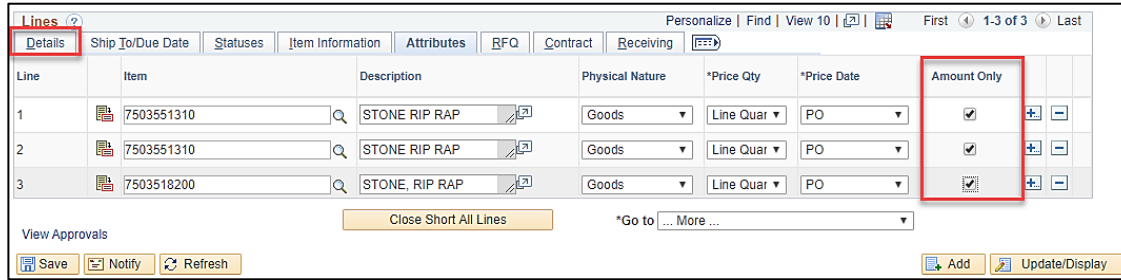
Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status			
1	7503551310	STONE RIP RAP	200.0000	LTN	7503551	31.48000	6,296.00	Open			
2	7503551310	STONE RIP RAP	200.0000	LTN	7503551	31.48000	6,296.00	Open			
3	7503518200	STONE, RIP RAP	200.0000	LTN	7503518	35.48000	7,096.00	Open			

View Approvals Close Short All Lines \*Go to ... More ...

Save Notify Refresh Add Update/Display

12. The PO is updated with the contract details. Contract line data is populated.
13. Click the **Attributes** tab.
- 14.

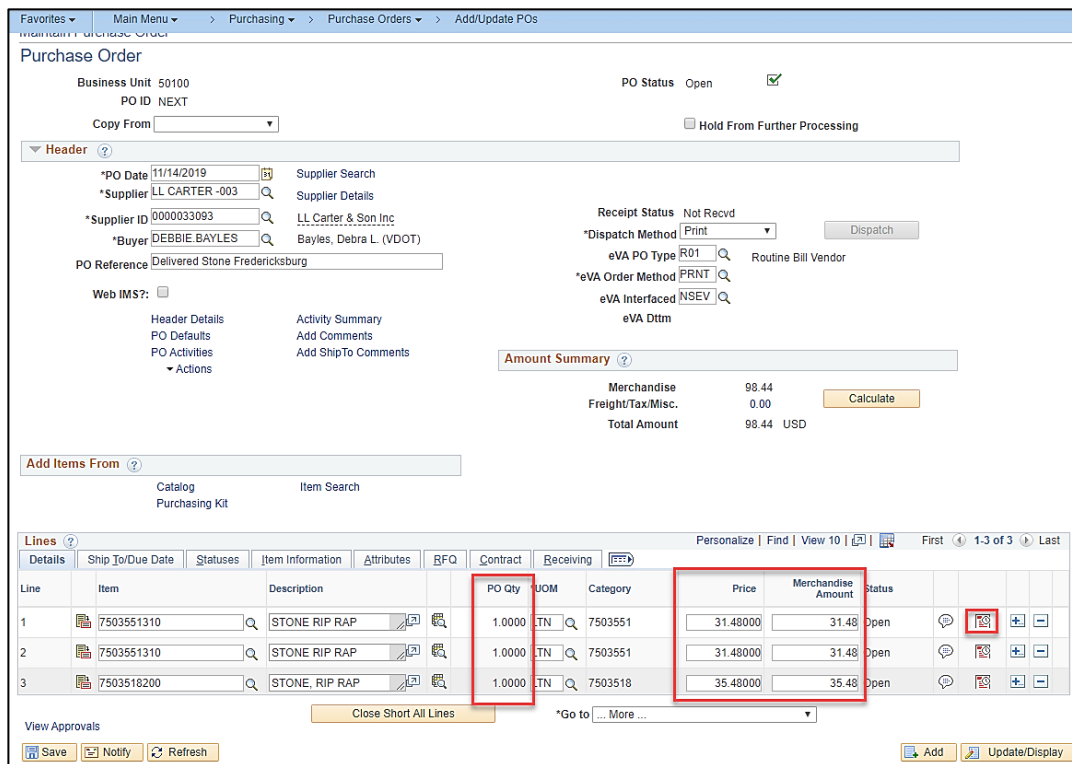
## 501 PR344: Professional Services Purchase Orders



Line	Item	Description	Physical Nature	*Price Qty	*Price Date	Amount Only
1	7503551310	STONE RIP RAP	Goods	Line Quar	PO	<input checked="" type="checkbox"/>
2	7503551310	STONE RIP RAP	Goods	Line Quar	PO	<input checked="" type="checkbox"/>
3	7503518200	STONE, RIP RAP	Goods	Line Quar	PO	<input checked="" type="checkbox"/>

15. Check the **Amount Only** check-box.

16. Click the **Details** tab.



**Purchase Order**

Business Unit: 50100  
PO ID: NEXT  
Copy From: [Dropdown]  
Hold From Further Processing: ☐

**Header**

\*PO Date: 11/14/2019  
\*Supplier: LL CARTER -003  
\*Supplier ID: 0000033093  
\*Buyer: DEBBIE BAYLES  
PO Reference: Delivered Stone Fredericksburg

Receipt Status: Not Recvd  
\*Dispatch Method: Print  
eVA PO Type: R01  
\*eVA Order Method: PRNT  
eVA Interfaced: NSEV  
eVA Dttm

**Amount Summary**

Merchandise	98.44
Freight/Tax/Misc.	0.00
<b>Total Amount</b>	<b>98.44 USD</b>

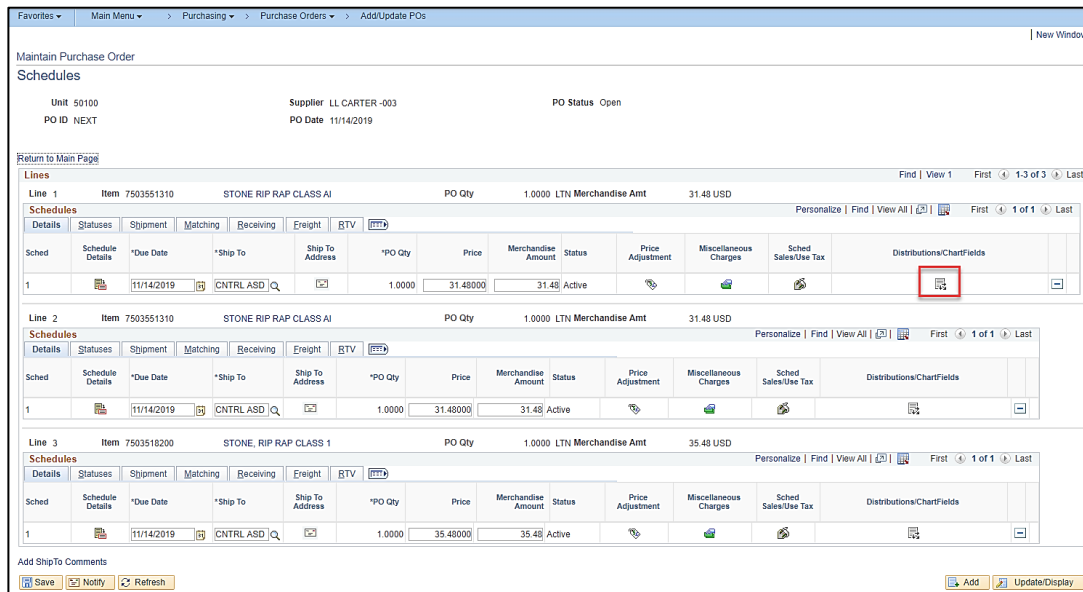
**Lines**

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	7503551310	STONE RIP RAP	1.0000	ITN	7503551	31.48000	31.48	Open
2	7503551310	STONE RIP RAP	1.0000	ITN	7503551	31.48000	31.48	Open
3	7503518200	STONE, RIP RAP	1.0000	ITN	7503518	35.48000	35.48	Open

17. The **PO Qty** value is **1** and cannot be changed.

18. Update the **Price** to match the total contract value.

19. Click the Schedule icon. The Maintain Purchase Order – Schedules page displays.



Unit 50100 Supplier LL CARTER -003 PO Status Open  
PO ID NEXT PO Date 11/14/2019

Return to Main Page

Lines

Line	Item	STONE RIP RAP CLASS AI	PO Qty	1.0000	LTN Merchandise Amt	31.48 USD
1	7503551310	STONE RIP RAP CLASS AI	PO Qty	1.0000	LTN Merchandise Amt	31.48 USD

Schedules

Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charges	Sched Sales/Use Tax	Distributions/ChartFields
1		11/14/2019	CNTRL ASD		1.0000	31.48000	31.48	Active				

Line 2

Line	Item	STONE RIP RAP CLASS AI	PO Qty	1.0000	LTN Merchandise Amt	31.48 USD
1	7503551310	STONE RIP RAP CLASS AI	PO Qty	1.0000	LTN Merchandise Amt	31.48 USD

Schedules

Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charges	Sched Sales/Use Tax	Distributions/ChartFields
1		11/14/2019	CNTRL ASD		1.0000	31.48000	31.48	Active				

Line 3

Line	Item	STONE RIP RAP CLASS 1	PO Qty	1.0000	LTN Merchandise Amt	35.48 USD
1	7503518200	STONE RIP RAP CLASS 1	PO Qty	1.0000	LTN Merchandise Amt	35.48 USD

Schedules

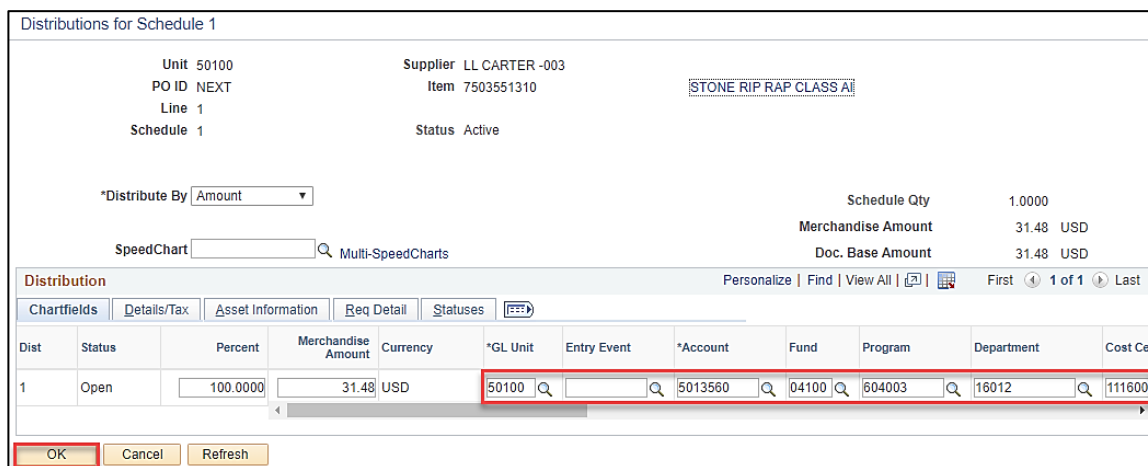
Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charges	Sched Sales/Use Tax	Distributions/ChartFields
1		11/14/2019	CNTRL ASD		1.0000	35.48000	35.48	Active				

Add Ship To Comments

Save Notify Refresh Add Update/Display

20. Values default in as shown. Change as necessary.

21. Click the Distribution icon. The Maintain Purchase Order – Distributions for Schedule X pop-up window displays.



Distributions for Schedule 1

Unit 50100 Supplier LL CARTER -003  
PO ID NEXT Item 7503551310  
Line 1  
Schedule 1 Status Active

\*Distribute By Amount

SpeedChart Multi-SpeedCharts

Schedule Qty 1.0000  
Merchandise Amount 31.48 USD  
Doc. Base Amount 31.48 USD

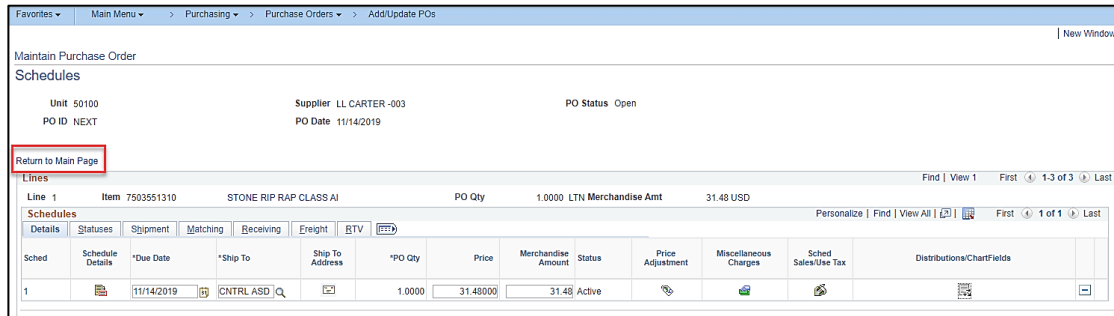
Distribution

Dist	Status	Percent	Merchandise Amount	Currency	*GL Unit	Entry Event	*Account	Fund	Program	Department	Cost Ctr
1	Open	100.0000	31.48	USD	50100		5013560	04100	604003	16012	111600

OK Cancel Refresh

22. Enter a valid accounting distribution (i.e., chart of accounts values). In this case, you might enter administrative chart of accounts values since this is not project specific at this time. When the task orders are subsequently created, you will enter the specific project chart of accounts values.

23. Click the **OK** button. The **Maintain Purchase Order – Schedules** page displays.



Favorites ▾ Main Menu ▾ Purchasing ▾ Purchase Orders ▾ Add/Update POs

Maintain Purchase Order New Window

Schedules  
 Unit 50100 Supplier LL CARTER -003 PO Status Open  
 PO ID NEXT PO Date 11/14/2019

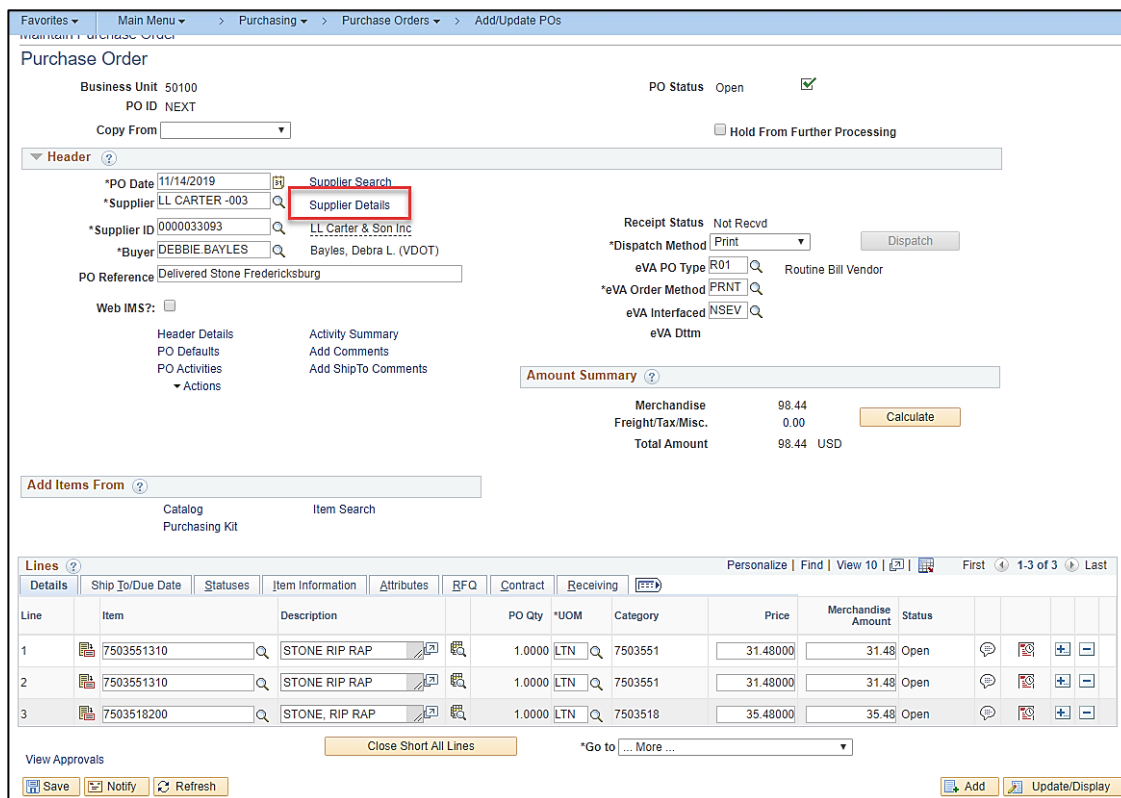
[Return to Main Page](#)

Line	Item	7503551310	STONE RIP RAP CLASS AI	PO Qty	1.0000	LTN Merchandise Amt	31.48 USD
Find   View 1 First 1-3 of 3 Last							

Personalize | Find | View All | First 1 of 1 Last

Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charges	Sched Sales/Use Tax	Distributions/ChartFields
1		11/14/2019	Q	CNTRL ASD	1.0000	31.48000	31.48	Active				

24. Click the Return to Main Page hyperlink. The Maintain Purchase Order – Purchase Order page displays.



Favorites ▾ Main Menu ▾ Purchasing ▾ Purchase Orders ▾ Add/Update POs

Purchase Order  
 Business Unit 50100 PO Status Open  
 PO ID NEXT

Copy From  ☐ Hold From Further Processing

Header ?

\*PO Date 11/14/2019  Supplier Search  
 \*Supplier LL CARTER -003  Supplier Details  
 \*Supplier ID 0000033093  LL Carter & Son Inc  
 \*Buyer DEBBIE BAYLES  Bayles, Debra L. (VDOT)  
 PO Reference Delivered Stone Fredericksburg

Web IMS?: ☐

Header Details Activity Summary  
 PO Defaults Add Comments  
 PO Activities Add ShipTo Comments  
 Actions

Receipt Status Not Recvd  
 \*Dispatch Method Print  
 eVA PO Type R01 Routine Bill Vendor  
 \*eVA Order Method PRNT  
 eVA Interfaced NSEV  
 eVA Dttm

Amount Summary ?  
 Merchandise 98.44  
 Freight/Tax/Misc. 0.00  
 Total Amount 98.44 USD

Add Items From ?  
 Catalog Item Search  
 Purchasing Kit

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	7503551310	STONE RIP RAP	1.0000	LTN	7503551	31.48000	31.48	Open
2	7503551310	STONE RIP RAP	1.0000	LTN	7503551	31.48000	31.48	Open
3	7503518200	STONE RIP RAP	1.0000	LTN	7503518	35.48000	35.48	Open

View Approvals Close Short All Lines \*Go to More ...

Save Notify Refresh Add Update/Display

25. Click the Supplier Details hyperlink. The Maintain Purchase Order – Supplier Details – XXX pop-up window displays.


## 501 PR344: Professional Services Purchase Orders


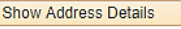
PO Supplier Information



Maintain Purchase Order


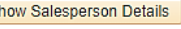
Supplier Details -- LL Carter & Son Inc

Business Unit 50100 PO ID NEXT Supplier LL CARTER -003


\*Location  

\*Address   

Contact   

Salesperson   

Supplier Information

Terms   Net 30

Basis Date Type

**Supplier Details Message**

Country USA United States Prefix

Address 1 17460 Countyline Church Road Fax 190/151-8997

Address 2 Prefix 1




eVA VLIN VA10051504 Phone 352/695-8876

eVA Address ID EVAAD227788

City Ruther Glen

County 077946325 Postal 22546

State VA Virginia

26. The **Address** defaults. Using the lookup icon, you may change the **Address**, if necessary.

27. Click the **Terms** lookup magnifying glass.

Look Up Terms





SetID STATE

Payment Terms ID

Short Description

Description

Payment Terms Type

Search Results

View 100 First 1-3 of 3 Last

Payment Terms ID	Short Description	Description	Payment Terms Type
00	Due Now	Due Immediately	Single
00PP	Due Now PP	Due Immediately Prompt Pay	Single
30	Net 30	Net 30	Single

28. Select the Payment Terms ID of 00 (Due Immediately).

## 501 PR344: Professional Services Purchase Orders

PO Supplier Information

Maintain Purchase Order

Supplier Details -- LL Carter & Son Inc

Business Unit 50100 PO ID NEXT Supplier LL CARTER -003

\*Location MAIN

\*Address

Contact

Salesperson

Supplier Information

Terms 00  Due Immediately

Basis Date Type Prompt Payment

Acct Date

Doc Date

Inv Date

Prompt Payment

Recpt Date

Ship Date

User Date

Supplier Details Message

Country USA United States

Address 1 17460 Countyline Church Road

Address 2

eVA VLIN VA10051504

eVA Address ID EVAAD227788

City Ruther Glen

County 077946325 Postal 22546

State VA Virginia

Prefix

Fax 190/151-8997

Prefix 1

Phone 352/695-8876

29. Click the **Basis Date Type** drop-down and select **Inv Date**.

30. Click the OK button. The Maintain Purchase Order – Purchase Order page displays.

Favorites Main Menu > Purchasing > Purchase Orders > Add/Update POs

Maintain Purchase Order

Purchase Order

Business Unit 50100 PO ID NEXT PO Status Open ☒

Copy From

Header

\*PO Date 11/14/2019

\*Supplier LL CARTER -003

\*Supplier ID 0000033093

\*Buyer DEBBIE.BAYLES

PO Reference Delivered Stone Fredericksburg

Web IMS?: ☐

Header Details PO Defaults PO Activities

Activity Summary Add Comments Add ShipTo Comments

Receipt Status Not Recvd

\*Dispatch Method Print

eVA PO Type R01  Routine Bill Vendor

\*eVA Order Method PRNT

eVA Interfaced NSEV

eVA Dttm

Amount Summary

Merchandise	98.44
Freight/Tax/Misc.	0.00
Total Amount	98.44 USD

Add Items From

Catalog Item Search

Lines

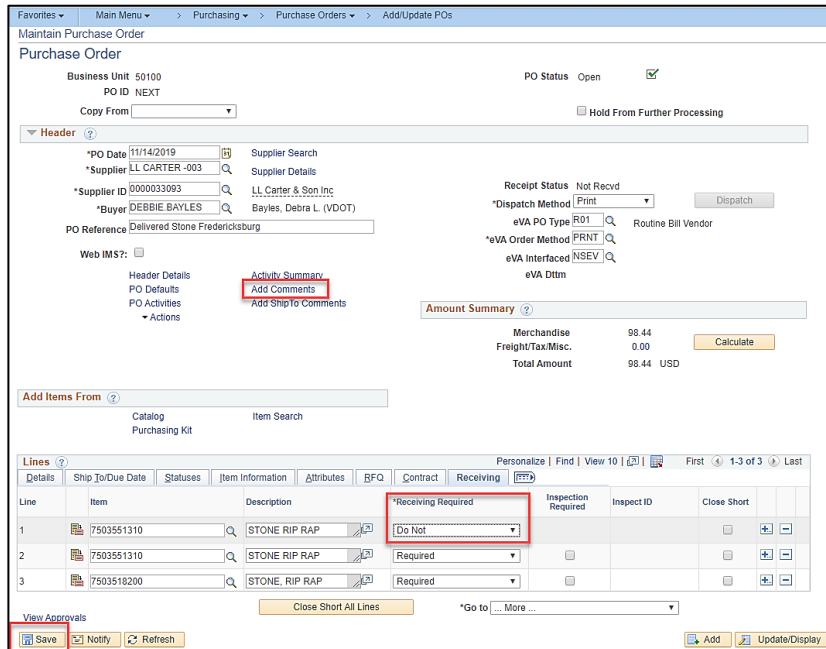
Details Ship To/Due Date Statuses Item Information Attributes RFO Contract **Receiving** Personalize Find View 10 1-3 of 3 Last

Line	Item	Description	*Receiving Required	Inspection Required	Inspect ID	Close Short
1	7503551310	STONE RIP RAP	Required	<input type="checkbox"/>		<input type="checkbox"/>
2	7503551310	STONE RIP RAP	Required	<input type="checkbox"/>		<input type="checkbox"/>
3	7503518200	STONE, RIP RAP	Required	<input type="checkbox"/>		<input type="checkbox"/>

View Approvals  \*Go to ... More ...

31. Click the **Receiving** tab.

## 501 PR344: Professional Services Purchase Orders



Business Unit 50100 PO ID NEXT PO Status Open ☒

Copy From  Hold From Further Processing

**Header**

\*PO Date 11/14/2019 Supplier Search  
 \*Supplier LL CARTER -003 Supplier Details  
 \*Supplier ID 0000033093 LL Carter & Son Inc  
 \*Buyer DEBBIE BAYLES Bayles, Debra L. (VDOT)  
 PO Reference Delivered Stone Fredericksburg

Receipt Status Not Recvd  
 \*Dispatch Method Print Dispatch  
 eVA PO Type R01 Routine Bill Vendor  
 \*eVA Order Method PRINT  
 eVA Interfaced NSEV  
 eVA Dttm

Web IMS?: ☐  
 Header Details  
 PO Defaults  
 PO Activities  
 Actions

Activity Summary  
 Add Comments  
 Add Ship To Comments

**Amount Summary**

Merchandise	98.44
Freight/Tax/Misc.	0.00
<b>Total Amount</b>	<b>98.44 USD</b>

Calculate

Add Items From Catalog Item Search Purchasing Kit

**Lines**

Line	Item	Description	*Receiving Required	Inspection Required	Inspect ID	Close Short
1	7503551310	STONE RIP RAP	Do Not			
2	7503551310	STONE RIP RAP	Required			
3	7503518200	STONE, RIP RAP	Required			

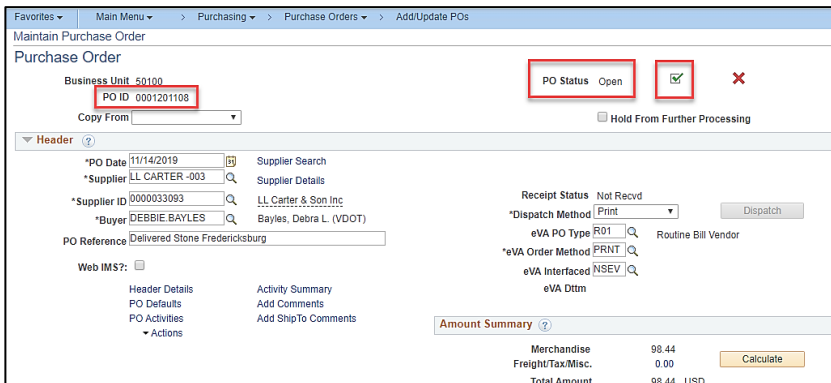
View Approvals Close Short All Lines \*Go to More...

Save Notify Refresh Add Update/Display

32. In the **Receiving Required** field, using the drop-down arrow, select **Do Not**.

33. Remember to add comments, and any attachments desired, to your PO.

34. Click the **Save** button.



Business Unit 50100 PO ID 0001201108 PO Status Open ☒

Copy From  Hold From Further Processing

**Header**

\*PO Date 11/14/2019 Supplier Search  
 \*Supplier LL CARTER -003 Supplier Details  
 \*Supplier ID 0000033093 LL Carter & Son Inc  
 \*Buyer DEBBIE BAYLES Bayles, Debra L. (VDOT)  
 PO Reference Delivered Stone Fredericksburg

Receipt Status Not Recvd  
 \*Dispatch Method Print Dispatch  
 eVA PO Type R01 Routine Bill Vendor  
 \*eVA Order Method PRINT  
 eVA Interfaced NSEV  
 eVA Dttm

Web IMS?: ☐  
 Header Details  
 PO Defaults  
 PO Activities  
 Actions

Activity Summary  
 Add Comments  
 Add Ship To Comments

**Amount Summary**

Merchandise	98.44
Freight/Tax/Misc.	0.00
<b>Total Amount</b>	<b>98.44 USD</b>

Calculate

35. Cardinal assigns a **PO ID** number upon save and the **PO Status** is set to **Open**.

36. Click the **PO Submit for Approval** check-box (the green checkmark), which is next to the **PO Status** field, to send it forward for approval by your supervisor.

37. The PO will continue on through normal PO processing. Once the Purchase Order is dispatched, the PO is complete and ready to accept vouchers. For more detailed instructions on creating and managing POs, please refer to the course entitled **PR344: Processing Purchase Orders** located on the Cardinal website in **Course Materials** under **Learning** and the job aid entitled **PR344: Purchase Orders** located on the Cardinal website in **Job Aids** under **Learning**.

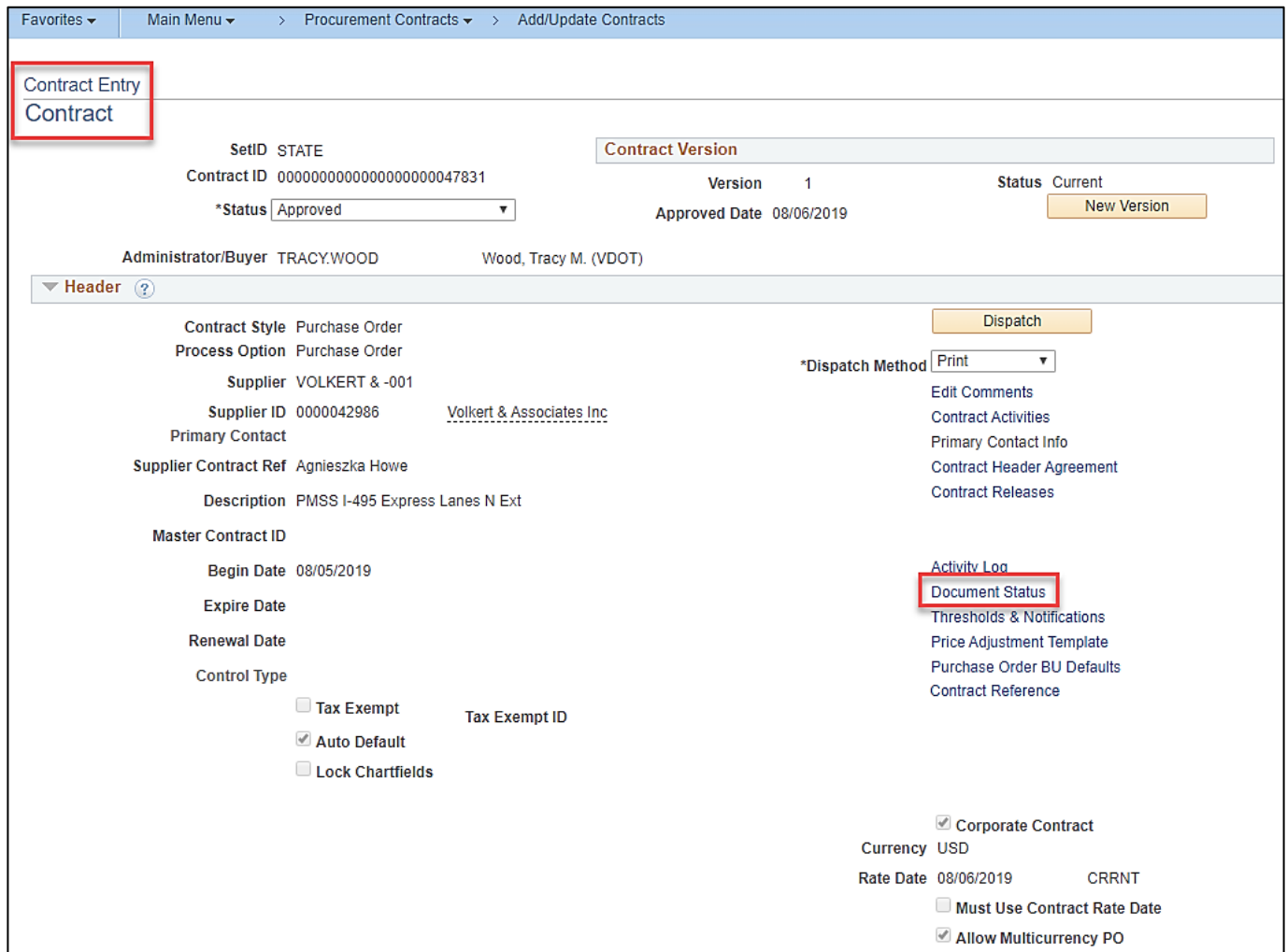
### Updating a Professional Services PO – Task Orders

The PO is the principal tracking document and represents all activity related to the contract. In order to limit eVA fees, for each Professional Services contract, you would create only one PO. **Line 1** of the PO should be equal to the value of the contract. Each subsequent line added to the PO is deemed a task order (i.e., change order) executed against the contract. As each task order is added to the PO, **Line 1** of the PO is decremented for the same amount as the task order. As a result, the sum of the Professional Services PO lines is always equal to the contract. In the example below, you will create a Professional Services PO and subsequent task order against an existing contract.

### Find the Related Purchase Order

1. Search for the Professional Services contract you wish to work with by navigating using the following path:

**Main Menu > Procurement Contracts > Add/Update Contracts**



**Contract Entry**  
**Contract**

SetID STATE  
Contract ID 00000000000000000000000047831  
\*Status  Approved Date 08/06/2019  
Version 1 Status Current  
New Version

Administrator/Buyer TRACY.WOOD Wood, Tracy M. (VDOT)

**Header** ?

Contract Style Purchase Order  
Process Option Purchase Order  
Supplier VOLKERT & -001  
Supplier ID 0000042986 Volkert & Associates Inc  
Primary Contact  
Supplier Contract Ref Agnieszka Howe  
Description PMSS I-495 Express Lanes N Ext  
Master Contract ID  
Begin Date 08/05/2019  
Expire Date  
Renewal Date  
Control Type  
☐ Tax Exempt Tax Exempt ID  
☒ Auto Default  
☐ Lock Chartfields

Dispatch  
\*Dispatch Method   
Edit Comments  
Contract Activities  
Primary Contact Info  
Contract Header Agreement  
Contract Releases  
Activity Log  
**Document Status**  
Thresholds & Notifications  
Price Adjustment Template  
Purchase Order BU Defaults  
Contract Reference

☒ Corporate Contract  
Currency USD  
Rate Date 08/06/2019 CRRNT  
☐ Must Use Contract Rate Date  
☒ Allow Multicurrency PO

2. Once you have selected your contract, from the **Contract Entry – Contract** page, click the **Document Status** hyperlink.

## 501 PR344: Professional Services Purchase Orders

**Document Status**

<b>SetID</b> : STATE	<b>Contract</b> : 0000000000000000000000043317
<b>Document Date</b> : 10/30/2014	<b>Status</b> : Approved
<b>Currency</b> : USD	<b>Document Type</b> : Contract
<b>Buyer</b> : Wallace, Wazirah (VDOT)	<b>Released Amount</b> : 3,945,895.44
<b>Short Supplier Name</b> : VANASSE HANGEN	

[X] [←] [→] [N]     1 to 65 of 65

[Show All](#)

#### Associated Document

								Personalize   Find   View 4	First  1-100 of 100  Last
Documents		Related Info							
Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	Go To Document Status Inquiry
▼ Actions	50100	Purchase Order	0001108416	Dispatched	11/05/2014	0000001967	MAIN		
▼ Actions	50100	Voucher	00431488	Posted	01/22/2015	0000001967	MAIN		
▼ Actions	50100	Voucher	00441740	Posted	02/26/2015	0000001967	MAIN		

3. Related documents, such as requisitions, sourcing events, POs, and payments, display.
4. You can click the **DOC ID** hyperlink to view that document's details. For a PO document, the **DOC ID** is the same as the **PO ID** number. You will use this number to find and update the PO.

## Create the Task Order

5. Navigate to the **Purchase Order** search page using the following path:


**Main Menu > Purchasing > Purchase Orders > Add/Update POs**


**Purchase Order**


Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** [Add a New Value](#)


**Search Criteria**


Business Unit =  


**PO ID** begins with  


Purchase Order Date =  


PO Status =

Short Supplier Name begins with  

Supplier ID begins with  

Supplier Name begins with  

Buyer begins with  

Buyer Name begins with  


PO Type =

Purchase Order Reference begins with

**Hold From Further Processing** ☐

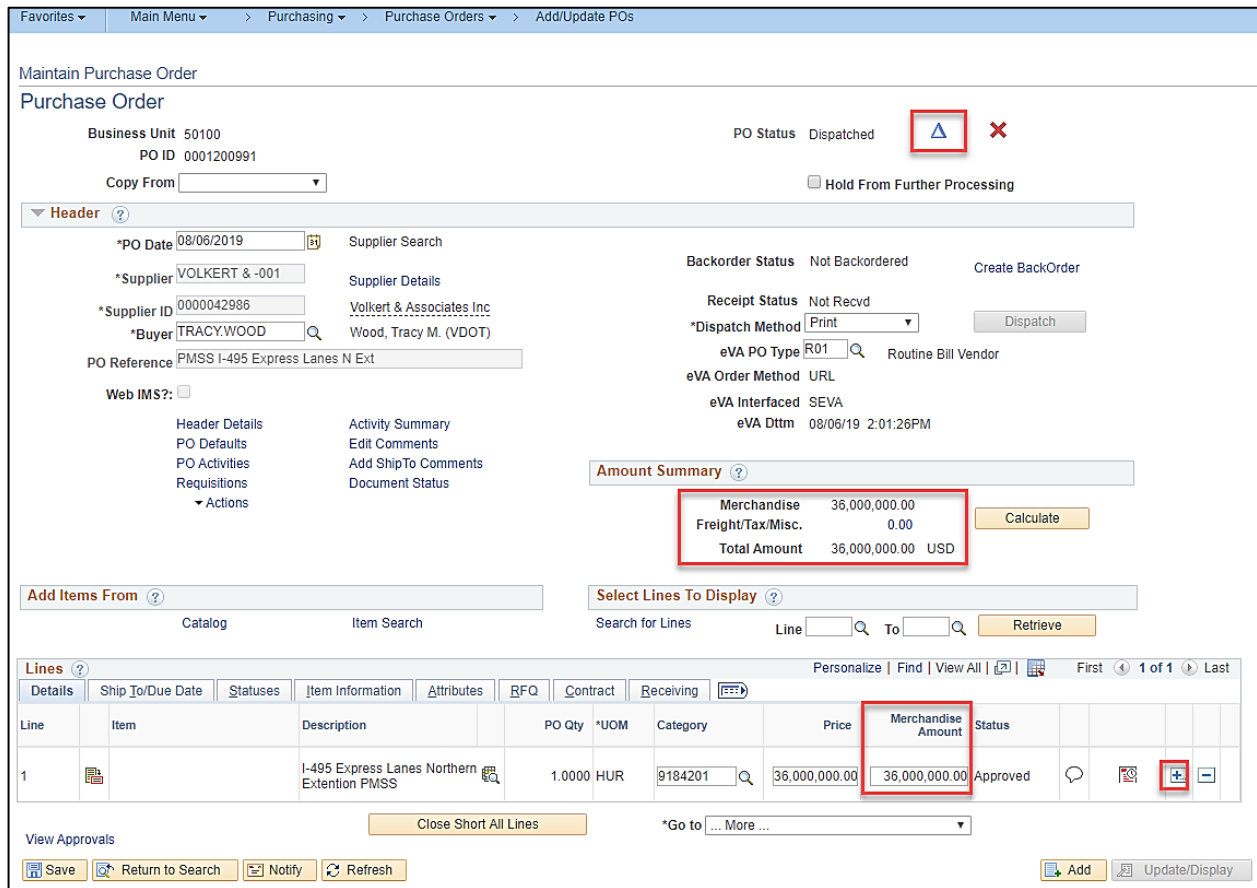
☐ **Case Sensitive**

Limit the number of results to (up to 300):

**Search** **Clear** [Basic Search](#)  [Save Search Criteria](#)

6. Select the Find an Existing Value tab.
7. Enter the **PO ID** (i.e., Purchase Order **DOC ID**).
8. Click the **Search** button. The Maintain Purchase Order – Purchase Order page displays.



## 501 PR344: Professional Services Purchase Orders



**Maintain Purchase Order**

**Purchase Order**

Business Unit 50100  
PO ID 0001200991  
Copy From [ ]

PO Status Dispatched  

☐ Hold From Further Processing

**Header**

\*PO Date 08/06/2019 Supplier Search  
\*Supplier VOLKERT & -001 Supplier Details  
\*Supplier ID 0000042986 Volkert & Associates Inc  
\*Buyer TRACY.WOOD Wood, Tracy M. (VDOT)  
PO Reference PMSS I-495 Express Lanes N Ext

Web IMS?: ☐

Header Details Activity Summary  
PO Defaults Edit Comments  
PO Activities Add ShipTo Comments  
Requisitions Document Status  
Actions

Backorder Status Not Backordered Create BackOrder  
Receipt Status Not Recvd  
\*Dispatch Method Print Dispatch  
eVA PO Type R01 Routine Bill Vendor  
eVA Order Method URL  
eVA Interfaced SEVA  
eVA Dttm 08/06/19 2:01:26PM

**Amount Summary**

Merchandise	36,000,000.00
Freight/Tax/Misc.	0.00
<b>Total Amount</b>	<b>36,000,000.00 USD</b>

Calculate

**Add Items From** Catalog Item Search

**Select Lines To Display**

Search for Lines Line [ ] To [ ] Retrieve

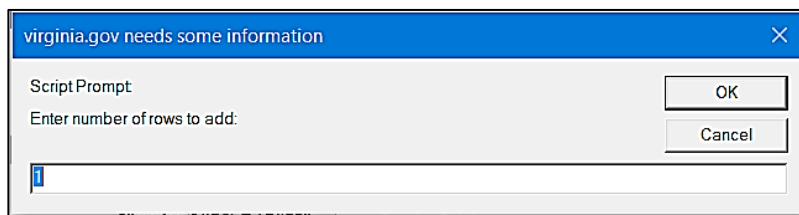
**Lines**

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		I-495 Express Lanes Northern Extension PMSS	1.0000	HUR	9184201	36,000,000.00	36,000,000.00	Approved

View Approvals Close Short All Lines \*Go to ... More ...

Save Return to Search Notify Refresh Add Update/Display

- The PO displays. Confirm that **Line 1** matches the contract value.
- Click the blue triangle **Change Order** icon to initiate the task order (i.e., change order).
- Click the plus (+) icon to the right of **Line 1** to add a new line. The **Explorer User Prompt** pop-up window displays.



virginia.gov needs some information

Script Prompt: Enter number of rows to add:

1

OK Cancel

- Enter the number of lines you would like to add.
- Click the **OK** button. A message is displayed reminding the user that a change order will be created. Click the **OK** button. The Maintain Purchase Order – Purchase Order page displays.

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs

Maintain Purchase Order

Purchase Order

Business Unit 50100 PO ID 0001200991 PO Status Dispatched ✖

Copy From  ☐ Hold From Further Processing

▼ Header ?

\*PO Date 08/06/2019 Supplier Search  
 \*Supplier VOLKERT & -001 Supplier Details  
 \*Supplier ID 0000042986 Volkert & Associates Inc  
 \*Buyer TRACY.WOOD Wood, Tracy M. (VDOT)  
 PO Reference PMSS I-495 Express Lanes N Ext  
 Web IMS?: ☐

Backorder Status Not Backordered Create BackOrder  
 Receipt Status Not Recvd  
 \*Dispatch Method Print Dispatch  
 eVA PO Type R01 Routine Bill Vendor  
 eVA Order Method URL  
 eVA Interfaced SEVA  
 eVA Dttm 08/06/19 2:01:26PM

Header Details Activity Summary  
 PO Defaults Edit Comments  
 PO Activities Add ShipTo Comments  
 Requisitions Document Status  
 ▼ Actions

Amount Summary ?

Merchandise	36,000,000.00
Freight/Tax/Misc.	0.00
<b>Total Amount</b>	<b>36,000,000.00 USD</b>

Calculate

Add Items From ?

Catalog Item Search

Select Lines To Display ?

Search for Lines Line  To  Retrieve

Lines ?

Personalize | Find | View All | First 1-2 of 2 Last

Details Ship To/Due Date Statuses Item Information Attributes RFQ **Contract** Receiving

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status				
1		I-495 Express Lanes Northern Extension PMSS	1.0000	HUR	9184201	36,000,000.00	36,000,000.00	Approved				
2		<input type="text"/>				0	0.000	Pending				

View Approvals

Close Short All Lines \*Go to ... More ...

Save Return to Search Notify Refresh Add Update/Display

14. The new line(s) is shown and is available for insertion of values.

15. Click the **Contract** tab.

Lines ?

Details Ship To/Due Date Statuses Item Information Attributes RFQ **Contract** Receiving

Line	Item	Description	SetID	Contract ID	Contract Version	Contract Line	Category Line	Release
1		I-495 Express Lanes Northern Extension PMSS	STATE	0000000000000000000000047831		1	1	1
2		<input type="text"/>	STATE	<input type="text"/>				

View Approvals

Close Short All Lines \*Go to ... More ...

Save Return to Search Notify Refresh

16. Click the **Contract Search** icon on the line you created. The **Contract Search** pop-up window displays.

## 501 PR344: Professional Services Purchase Orders

Contract Search

Search Criteria

SetID STATE  
Contract ID   
Contract Style   
Contract Process Option   
Administrator/Buyer   
Description   
Master Contract ID   
Contract Reference Type   
Corporate Contract   
PO Date 08/06/2019

Supplier SetID STATE  
Supplier ID 0000042986 Volkert & Associates Inc  
Item SetID STATE  
Item ID   
Item Description   
Category   
Manufacturer ID   
Manufacturer's Item ID   
Supplier Item ID   
UPN ID

Search

Clear

Contract Details

Personalize | Find | View All | 
First 1-10 of 16 Last

Item Detail	Contract Reference	Contract Detail	Item Information						
Select	Contract ID	Contract Version	Contract Reference Type	Category	Item ID	Item Description	Contract Base Price	Use Contract Base Price	
<input checked="" type="checkbox"/>	0000000000000000000047831	1	Line Item	9184201		I-495 Express Lanes Northern Extension PMSS	36000000.00000	Y	
<input type="checkbox"/>	0000000000000000000046787	1	Line Item	9184201		SAFETY INSP OF HW STRUCTURES IN STAUNTON AND CULPEPER	2000000.00000	Y	

OK

Cancel

Refresh

17. The Supplier information has prepopulated.
18. Click the **Search** button.
19. Select the contract/line you wish to use to populate the PO line.
20. Click the **OK** button. The Maintain Purchase Order – Purchase Order page displays.

Lines

Details

Ship To/Due Date

Statuses

Item Information





Attributes

Rfq

Contract

Receiving

PDF

Line	Item	Description	SetID	Contract ID	Contract Version	Contract Line	Category Line	Release	Milestone Line	GPO ID
1		I-495 Express Lanes Northern Extension PMSS 	STATE	000000000000000000047831	1	1	<input type="text" value=""/>	1		
2		<input type="text" value=""/> I-495 Express Lanes 	STATE	000000000000000000047831	1	1	<input type="text" value=""/>			

View Approvals

Close Short All Lines

\*Go to

Save

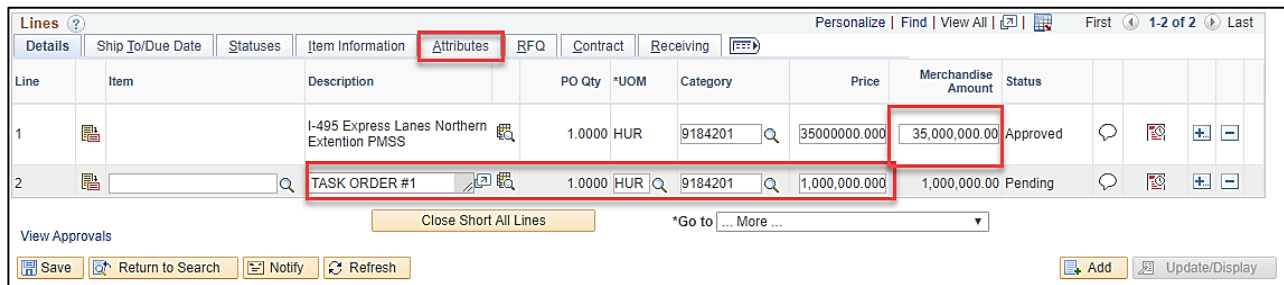
Return to Search

Notify

Refresh

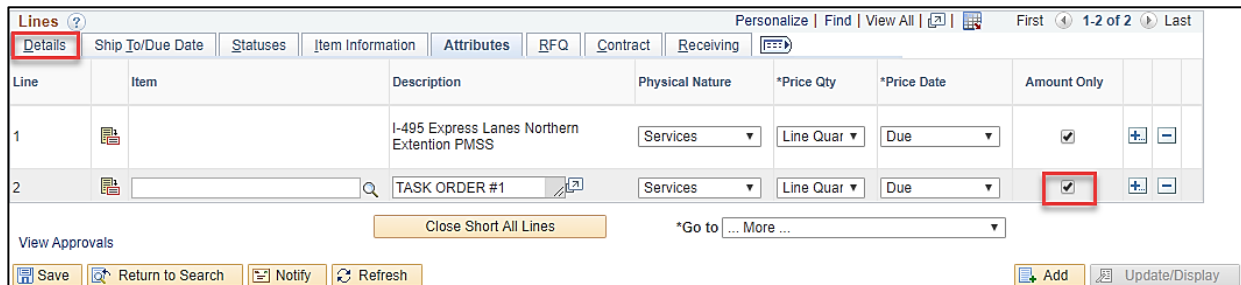
21. The **Description**, **Contract ID**, and **Contract Line** number from the selected contract populate the newly added line.
22. Click the **Details** tab.

## 501 PR344: Professional Services Purchase Orders



Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		I-495 Express Lanes Northern Extension PMSS	1.0000	HUR	9184201	35000000.000	35,000,000.00	Approved
2		TASK ORDER #1	1.0000	HUR	9184201	1,000,000.000	1,000,000.00	Pending

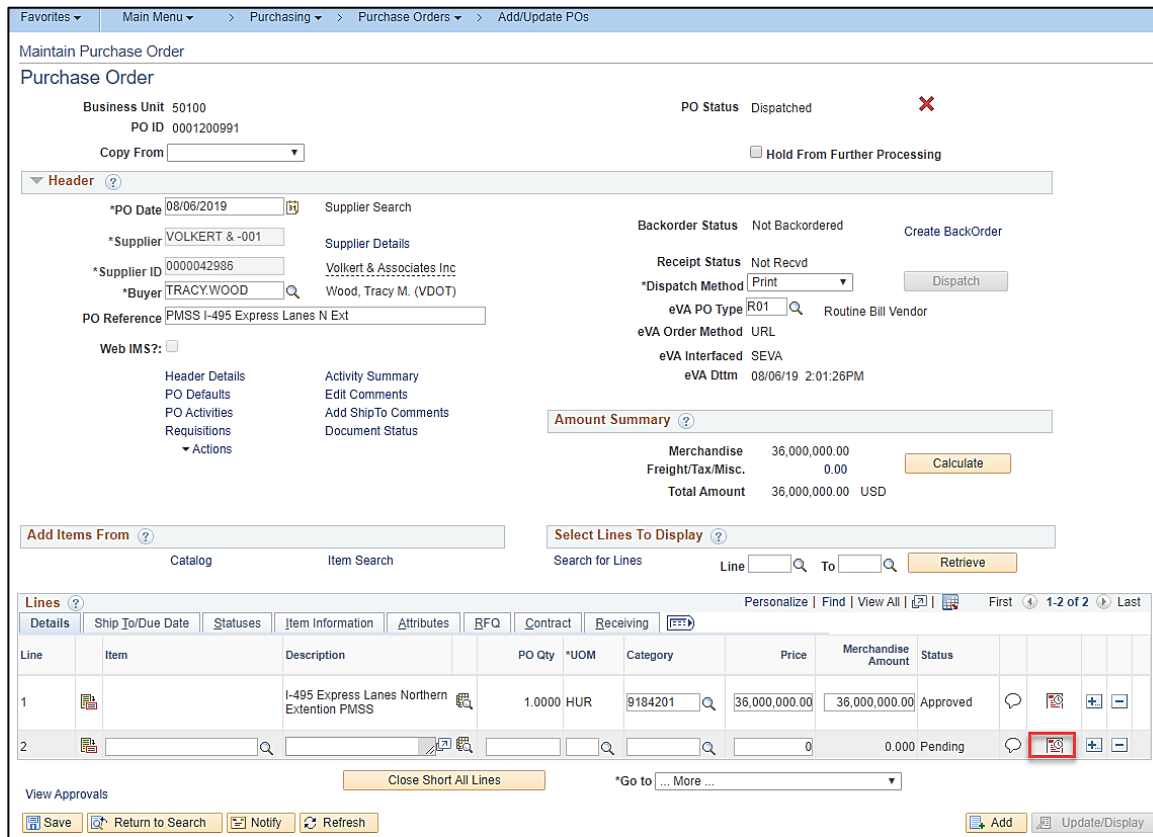
23. On the new **Line** (e.g., **Line 2**), update the **Description** text to identify the line as a task order.
24. On the new **Line** (e.g., **Line 2**), insert the value of the task order in the **Price** field.
25. On **Line 1**, decrement the **Merchandise Amount** field by the amount of the new line – task order (in this example **Line 2**).
26. Confirm that the sum of all the PO lines equal the original PO amount, which is equal to the total contract value. (Sum PO Lines = Original PO Total = Contract Total)
27. Click the **Attributes** tab.



Line	Item	Description	Physical Nature	*Price Qty	*Price Date	Amount Only
1		I-495 Express Lanes Northern Extension PMSS	Services	Line Quar	Due	<input checked="" type="checkbox"/>
2		TASK ORDER #1	Services	Line Quar	Due	<input checked="" type="checkbox"/>

28. On the new line (e.g., **Line 2**), select the **Amount Only** check-box.
29. Click the **Details** tab.

## 501 PR344: Professional Services Purchase Orders



**Maintain Purchase Order**

**Purchase Order**

Business Unit 50100  
PO ID 0001200991  
Copy From [ ]  
PO Status Dispatched

**Header**

\*PO Date 08/06/2019  
\*Supplier VOLKERT & -001  
\*Supplier ID 0000042986  
\*Buyer TRACY.WOOD  
PO Reference PMSS I-495 Express Lanes N Ext

Supplier Search  
Supplier Details  
Volkert & Associates Inc  
Wood, Tracy M. (VDOT)

Backorder Status Not Backordered  
Receipt Status Not Recvd  
\*Dispatch Method Print  
eVA PO Type R01  
eVA Order Method URL  
eVA Interfaced SEVA  
eVA Dttm 08/06/19 2:01:26PM

**Amount Summary**

Merchandise	36,000,000.00
Freight/Tax/Misc.	0.00
<b>Total Amount</b>	<b>36,000,000.00 USD</b>

**Add Items From** [ ]  
Catalog Item Search

**Select Lines To Display** [ ]  
Search for Lines Line [ ] To [ ] Retrieve

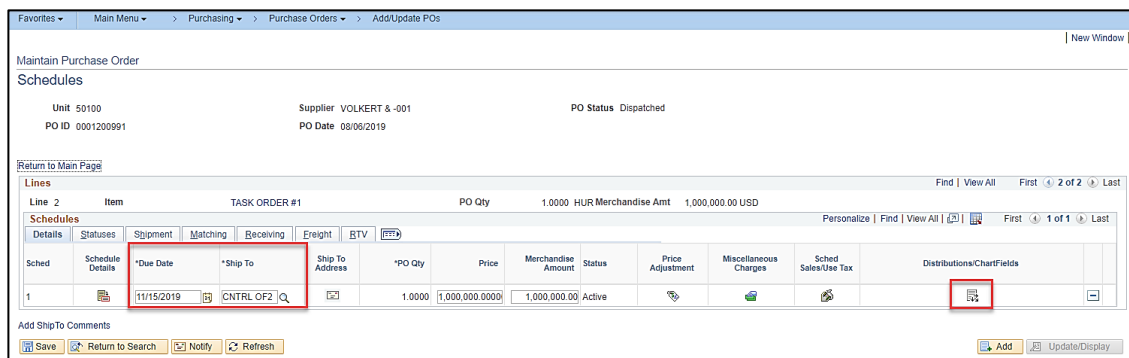
**Lines**

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		I-495 Express Lanes Northern Extension PMSS	1.0000	HUR	9184201	36,000,000.00	36,000,000.00	Approved
2						0	0.000	Pending

View Approvals  
Close Short All Lines  
\*Go to ... More ...

Save Return to Search Notify Refresh Add Update/Display

30. On the new line (e.g., **Line 2**), click the **Schedule** icon. The **Maintain Purchase Order – Schedules** page displays.



**Maintain Purchase Order**

**Schedules**

Unit 50100  
PO ID 0001200991  
Supplier VOLKERT & -001  
PO Date 08/06/2019  
PO Status Dispatched

**Lines**

Line	Item	TASK ORDER #1	PO Qty	1.0000	HUR	Merchandise Amt	1,000,000.00 USD
2							

**Schedules**

Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charges	Sched Sales/Use Tax	Distributions/ChartFields
1		11/15/2019	CNTRL OF2		1.0000	1,000,000.0000	1,000,000.00	Active				

Add ShipTo Comments  
Save Return to Search Notify Refresh Add Update/Display

31. If necessary, edit **Due Date** and **Ship To** specific to this task order.
32. Click the **Distribution** icon. The **Maintain Purchase Order – Distributions for Schedule 1** pop-up window displays.



## Procurement Job Aid

### 501 PR344: Professional Services Purchase Orders

Distributions for Schedule 1

Unit 50100 Supplier VOLKERT & -001  
PO ID 0001200991 Item TASK ORDER #1  
Line 2  
Schedule 1 Status Active

\*Distribute By Amount

SpeedChart  Multi-SpeedCharts

Schedule Qty 1.0000  
Merchandise Amount 1,000,000.00 USD  
Doc. Base Amount 1,000,000.00 USD

Distribution Personalize | Find | View All | First 1 of 1 Last

Chartfields Details/Tax Asset Information Req Detail Statuses

Dist	Status	Percent	Merchandise Amount	Currency	*GL Unit	Entry Event	*Account	Fund	Program	Department	Cost Ce
1	Open	100.0000	1,000,000.00	USD	50100	<input type="text"/>	5012610	04720	<input type="text"/>	19002	<input type="text"/>

OK Cancel Refresh

33. Enter the accounting distribution specific to the task order.

Maintain Purchase Order

Schedules

Unit 50100 Supplier VOLKERT & -001 PO Status Dispatched  
PO ID 0001200991 PO Date 08/06/2019

Return to Main Page

Lines Find | View All First 2 of 2 Last

Line	2	Item	TASK ORDER #1	PO Qty	1.0000	HUR Merchandise Amt	1,000,000.00	USD				
Schedules												
Details Statuses Shipment Matching Receiving Freight RTV												
Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charges	Sched Sales/Use Tax	Distributions/ChartFields
1		11/15/2019		CNTRL OF2	1.0000	1,000,000.0000	1,000,000.00	Active				

Add ShipTo Comments

Save Return to Search Notify Refresh Add Update/Display

34. Click the **Return to Main Page**. The Maintain Purchase Order – Purchase Order page displays.



# Procurement Job Aid

## 501 PR344: Professional Services Purchase Orders

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs

Maintain Purchase Order

Purchase Order

Business Unit 50100 PO ID 0001200991 PO Status Dispatched ✖

Copy From ▾ ☐ Hold From Further Processing

▼ Header ?

\*PO Date 08/06/2019 Supplier Search Backorder Status Not Backordered Create BackOrder

\*Supplier VOLKERT & -001 Supplier Details Receipt Status Not Recvd

\*Supplier ID 0000042986 Volkert & Associates Inc \*Dispatch Method Print Dispatch

\*Buyer TRACY.WOOD Wood, Tracy M. (VDOT) eVA PO Type R01 Routine Bill Vendor

PO Reference PMSS I-495 Express Lanes N Ext eVA Order Method URL

Web IMS? ☐ eVA Interfaced SEVA eVA Dttm 08/06/19 2:01:26PM

Header Details Activity Summary  
PO Defaults Edit Comments  
PO Activities Add ShipTo Comments  
Requisitions Document Status

Amount Summary ?

Merchandise 36,000,000.00  
Freight/Tax/Misc. 0.00 Calculate  
Total Amount 36,000,000.00 USD

Add Items From ? Catalog Item Search

Select Lines To Display ? Search for Lines Line To Retrieve

Lines ? Personalize Find View All First 1-2 of 2 Last

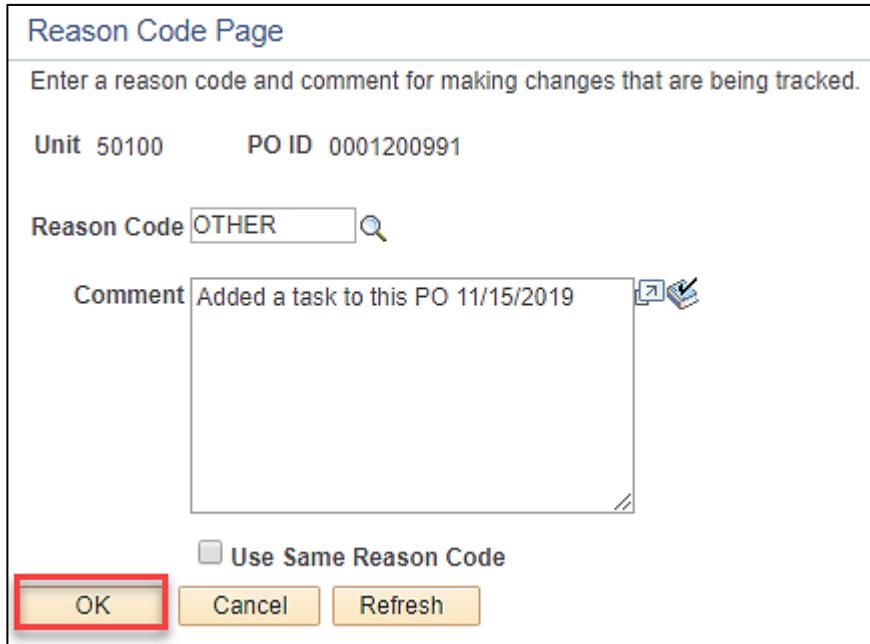
Details	Ship To/Due Date	Statuses	Item Information	Attributes	RFQ	Contract	Receiving							
Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status						
1		I-495 Express Lanes Northern Extension PMSS	1.0000	HUR	9184201	35000000.000	35,000,000.00	Approved						
2		TASK ORDER #1	1.0000	HUR	9184201	1,000,000.000	1,000,000.00	Pending						

View Approvals Close Short All Lines \*Go to ... More ...

Save Return to Search Notify Refresh Add Update/Display

**501 PR344: Professional Services Purchase Orders**

35. Remember to add comments, and any attachments desired, to your newly added task order line on the PO.
36. Click the **Save** button. The **Change Reason** pop-up window displays.



The image shows a 'Reason Code Page' pop-up window. At the top, it says 'Reason Code Page' in blue. Below that is a instruction: 'Enter a reason code and comment for making changes that are being tracked.' The window displays 'Unit 50100' and 'PO ID 0001200991'. There is a 'Reason Code' field with 'OTHER' entered and a magnifying glass icon. Below that is a 'Comment' field with the text 'Added a task to this PO 11/15/2019' and a small icon of a document with a checkmark. At the bottom, there is a checkbox labeled 'Use Same Reason Code' which is unchecked. Below the checkbox are three buttons: 'OK', 'Cancel', and 'Refresh'. The 'OK' button is highlighted with a red border.

37. Enter Reason Code and Comment.
38. Click the OK button. The Maintain Purchase Order – Purchase Order page displays.

## 501 PR344: Professional Services Purchase Orders

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs

Maintain Purchase Order

Purchase Order

Business Unit 50100  
 PO ID 0001200991  
 Change Order 1  
 Copy From

Current Change Reason  
☐ Hold From Further Processing

PO Status **Pend Appr**

Header ?  
 \*PO Date 08/06/2019  
 \*Supplier VOLKERT & -001  
 \*Supplier ID 0000042986  
 \*Buyer TRACY.WOOD  
 PO Reference PMSS I-495 Express Lanes N Ext  
 Web IMS?: ☐

Supplier Search  
 Supplier Details  
 Volkert & Associates Inc  
 Wood, Tracy M. (VDOT)

Receipt Status Not Recvd  
 \*Dispatch Method Print  
 eVA PO Type R01  
 eVA Order Method URL  
 eVA Interfaced RSEV  
 eVA Dttm 08/06/19 2:01:26PM

Dispatch  
 Routine Bill Vendor

Activity Summary  
[Edit Comments](#)  
 Add ShipTo Comments  
 Document Status

Amount Summary ?  
 Merchandise 36,000,000.00  
 Freight/Tax/Misc. 0.00  
 Total Amount 36,000,000.00 USD  
 Calculate

Add Items From ?  
 Catalog Item Search

Select Lines To Display ?  
 Search for Lines Line  To  Retrieve

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status				
1		I-495 Express Lanes Northern Extension PMSS	1.0000	HUR	9184201	35,000,000.00	35,000,000.00	Pending				
2		TASK ORDER #1	1.0000	HUR	9184201	1,000,000.00	1,000,000.00	Pending				

View Approvals  
 Close Short All Lines  
 \*Go to ... More ...

Save Return to Search Notify Refresh Add Update/Display

39. The **PO Status** is updated to **Pend Appr** (i.e., pending approval).

40. Click the **Edit Comments** hyperlink to add required comments at the PO level. The **PO Header Comments** pop-up window is shown.

PO Header Comments

Business Unit 50100  
 PO ID 0001200991  
 Supplier VOLKERT & -001  
 Change Order 1

☒ Retrieve Active Comments Only Retrieve

\*Sort Method Comment Time Stamp  
 \*Sort Sequence Ascending Sort

Comments Find View All First 1 of 1 Last

Use Standard Comments Comment Status Active Inactivate

This PO is for Contract ID 47831 and is for billing purposes only. The contract was executed on August 5, 2019. tmw 8/6/19  
 This contract was updated on 11/15/2019 for training purposes

☐ Send to Supplier  
☐ Show at Voucher  
☐ Show at Receipt  
☒ Approval Justification

Associated Document  
 Attachment Attach View Delete Email

From -> PO 50100-0001200991

OK Cancel Refresh

41. Click the (+) icon to add a new comment.

## 501 PR344: Professional Services Purchase Orders

PO Header Comments

Business Unit 50100 PO ID 0001200991 Supplier VOLKERT & -001 Change Order 1

☒ Retrieve Active Comments Only

\*Sort Method  \*Sort Sequence

Comments Find | View All First 2 of 2 Last

Use Standard Comments Comment Status Active

Updates on 11/15/2019

☐ Send to Supplier ☐ Show at Receipt

☐ Show at Voucher ☐ Approval Justification

Associated Document

Attachment    ☐ Email

Source Key

42. Enter comment(s) specific to this task order for approval justification.

43. Click the **OK** button. The Maintain Purchase Order – Purchase Order page displays.

Favorites Main Menu Purchasing Purchase Orders Add/Update POs

Maintain Purchase Order

Purchase Order

Business Unit 50100 PO Status Pend Appr

PO ID 0001200991

Change Order 1 Current Change Reason

Copy From  ☐ Hold From Further Processing

Header

\*PO Date 08/06/2019 Supplier Search

\*Supplier VOLKERT & -001 Supplier Details

\*Supplier ID 0000042986 Volkert & Associates Inc

\*Buyer TRACY.WOOD Wood, Tracy M. (VDOT)

PO Reference PMSS I-495 Express Lanes N Ext

Web IMS? ☐

Header Details Activity Summary

PO Defaults Edit Comments

PO Activities Add ShipTo Comments

Requisitions Document Status

Receipt Status Not Recvd

\*Dispatch Method Print

eVA PO Type R01 Routine Bill Vendor

eVA Order Method URL

eVA Interfaced RSEV

eVA Dttm 08/06/19 2:01:26PM

Amount Summary

Merchandise 36,000,000.00

Freight/Tax/Misc. 0.00

Total Amount 36,000,000.00 USD

Add Items From Catalog Item Search

Select Lines To Display

Search for Lines Line To

Lines

Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving Personalize Find View All First 1-2 of 2 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		I-495 Express Lanes Northern Extension PMSS	1.0000	HUR	9184201	35,000,000.00	35,000,000.00	Pending
2		TASK ORDER #1	1.0000	HUR	9184201	1,000,000.00	1,000,000.00	Pending

View Approvals  \*Go to ... More ...

44. Click the **Save** button. The PO will route to your supervisor for approval. Task order approval is required by your supervisor because there was an insertion of a new task order line.

45. Click the **View Approvals** hyperlink to view the **Justification** comment.

## 501 PR344: Professional Services Purchase Orders

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Add/Update POs](#)

### View Approvals

Business Unit 50100  
 PO ID 0001200991  
 PO Total 36,000,000.00 USD  
 Supplier ID 0000042986 Volkert & Associates Inc  
 Buyer TRACY.WOOD  
 PO Reference PMSS I-495 Express Lanes N Ext

PO Status Pend Appr  
 PO Date 08/06/2019

**Justification** This PO is for Contract ID 47831 and is for billing purposes only. The contract was executed on August 5, 2019. tmw 8/6/19 This contract was updated on 11/15/2019 for training nurseries

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#### PO/CO for Supervisor Action

[Purchase Order 0001200991:Pending](#) [View/Hide Comments](#)  
[Start New Path](#)

Buyer Supervisor for ChngOrd

Pending  
 Patel, Shailendra G., P.E. (VD)  
 Buyer's Supervisor

[Comment History](#)

Wood, Tracy M. (VDOT) at 11/15/19 - 2:24 PM

[View History](#)

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46. The **View Approvals** page is shown and the **Justification** comment displays.
47. The PO will continue on through normal PO processing. Once the Purchase Order is dispatched, the PO is complete and ready to accept vouchers.